

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Probate Court Special Commissioner
Job Code: 8037
Pay Grade: SB
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Serves as a special commissioner regarding matters of probate minor guardianships and conservatorships.

ESSENTIAL FUNCTIONS:

- Adjudicates and disposes of minor guardianship and minor conservatorship caseload as assigned by the presiding probate judge.
- Performs duties that include appointments of guardians and conservators for minors, monitoring fiduciaries through the review of annual reports, and conducting show cause hearings for cases involving non-compliance with court orders.
- Trains and supervises assigned support staff regarding probate practices and procedures, and fiduciary case management.
- Reviews inactive minor guardianship, and minor conservatorship files, and issues minute entry orders for appropriate case disposition.
- Coordinates with the Juvenile and Domestic Benches on issues of policy and procedure regarding minor guardianship cases.
- Coordinates with Child Protective Services on policies and procedures regarding referral of minor guardianship cases.
- Acts in the capacity of Judge Pro Tempore in the absence of other probate judges and commissioners.
- Interfaces with area school districts and other community agencies, and resources regarding education of guardians and monitoring of minor wards.
- Recruits and trains attorneys and investigators for appointment by the court in minor guardianship matters.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of Arizona probate statutes (Title 14), and significant Arizona probate case law.
- Must have knowledge of Pima County local probate rules of court, administrative directives, probate forms and procedures, and legal and probate terminology.
- Must have knowledge of Arizona Supreme Court Rules, Administrative Orders, and National Probate Court Standards relating to probate cases and fiduciary monitoring requirements.
- Must have knowledge of basic accounting procedures, case management, case-tracking techniques, automated record keeping and tracking systems, and compiling data and writing reports.

- Must have skills in legal research techniques, in researching and verifying completeness and accuracy of specific information.
- Must have knowledge of business English, grammar, punctuation and spelling, report writing, and word processing programs.
- Must have skills in professional interaction with members of the judiciary and Arizona probate community.
- Must have skills in identifying, maintaining, and appropriately distributing confidential information.
- Must have skills in planning, scheduling and coordinating activities, and appointments to meet deadlines.
- Must have the ability to communicate effectively with judicial and administrative staff, and the general public.

MINIMUM REQUIREMENTS:

Must be a Citizen of the United States, resident of Pima County, have a Juris Doctorate from an accredited college of law, licensed member of the Arizona Bar Association, and engaged in the active general practice of law for no less than three years preceding appointment.

LICENSES AND CERTIFICATES:

Must be a current member in good standing in the Arizona Bar Association.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in a courtroom and office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified position under the direction of the Superior Court Presiding Judge with direct supervision by the Presiding Probate Judge. The incumbent has supervisory responsibilities for a judicial administrative assistant.

Date: 04/23/01

Revised: 09/20/05; 05/08/06; 05/30/07